

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 008-09**

**OPEN TO:** ALL INTERESTED CANDIDATES – ALL AGENCIES

**POSITION:** HUMAN RESOURCES CLERK  
FSN-820-05\*; FP-09\*\* (FULL PERFORMANCE LEVEL)

**OPENING DATE:** February 9, 2009

**CLOSING DATE:** February 23, 2009

**WORKING HOURS:** FULL TIME; 40 hours per week

**SALARY:** Full Performance Level:

**\*\* Not-Ordinarily Resident (NOR):**

**Position Grade: FP-09**

**Starting Salary: US\$ 26,264 p.a.**

**\*\* Final grade/salary to be determined by  
HR/OE – NEA/EX/HRD**

**\* Ordinarily Resident (OR):**

**Position Grade: FSN-5**

**Starting Salary: KD 5,981 p.a.**

**\* Actual grade and salary will be based on  
the qualifications of the applicant.**

**Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.**

**All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

**Only U.S. Citizen (AEFMs, EFM, or MOHs) as defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.**

The U.S. Embassy in Kuwait is seeking an individual for the position of Human Resources Clerk in the Human Resources Section.

### **BASIC FUNCTION OF THE POSITION**

The incumbent is responsible for maintaining subject files, official personnel files and position description files. S/he drafts basic correspondence and ensures that files are continuously updated and ready for use in an emergency.

Duties include:

- Maintains subject matter files, official personnel folders (opfs), and position description files. Controls and logs in the sequential reference numbers for diplomatic notice and management notices and files all incoming copies. Dispatch mails.
- Performs other clerical duties such as: photocopying, labeling files, shredding, dispatches forms to the appropriate department for action, dispatches diplomatic notes, maintains the HR calendar and training folder for personnel, sends management notices by email and provides back-up support to other positions in the section, as and when required. Places work orders for Procurement, Motorpool, computer access, compound access and escorts candidates.
- Maintains up-to-date check-in/check-out forms and packages for new comers (i.e. direct hires, LES and eligible family members). Ensures all new hire LES and EFM's complete the on-line ethics orientation training.
- Responsible for updating employee information regarding WGI due date, awards, trainings, suspension etc. on WebPass personnel system.
- Maintains office expendable supplies cupboard ensuring that it is neat and adequately stocked, places requisitions for supplies as needed.
- Performs other duties as assigned.

#### **QUALIFICATIONS REQUIRED:**

1. Completion of secondary school education.
3. Two years of clerical work experience.
4. Level III (good working knowledge) of English.
5. Must have a good knowledge of general office protocol and procedural requirements pertaining to office work.
6. Skilled in the use of computer programs such as MS Office (English version).
7. Must be tactful and effective in dealing with employees and the Ministry of Foreign Affairs contacts. Good customer service skills and ability to be discreet when handling personnel documents.
8. Typing (40 wpm) English.

#### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION PROCESS:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application **will not** be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. copies of Kuwaiti driver's license, residence permit, educational qualifications, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- Optional Application for Federal Employment (OF-612) is available at the Embassy's front gate and online at <http://kuwait.usembassy.gov> Interested candidates may submit the completed form in person or send electronically to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov) Please follow-up on the delivery status by phone.

## **OR SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

## **DEFINITIONS:**

### **1- Appointment Eligible Family Members (AEFM):**

An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that **all** of the following criteria are met:

- (1) U.S. citizen;
- (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old;
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission.
- (4) Residing at the sponsoring employee's post of assignment abroad.
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

### **2- Eligible family members:**

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term “*children*” shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700);
- (4) Spouse.

### **3- Member of Household (MOH):**

An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief-of-mission authority. An MOH is:

- (1) Not an EFM;
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department’s current definition of eligible family member. A MOH may or may not be a U.S. citizen.

**4- Not ordinarily resident (NOR):** An individual who:

- (1) Is **not** a citizen of the host country;
- (2) Does not ordinarily reside (see definition of “ordinarily resident” below) in the host country;
- (3) Is not subject to host-country employment and tax laws;
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

**5- Ordinarily resident (OR):** A foreign national or U.S. citizen who:

- (1) Is locally resident;
- (2) Has legal, permanent resident status within the host country;
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

**CLOSING DATE FOR THIS POSITION: COB February 23, 2009**  
An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Human Resources Officer – Rachna Korhonen**  
**Acting Management Officer – Larry Carson**

**Approved on: 02/08/09**